



Planning and Development Services

10 N. Bemiston Avenue • Clayton, Missouri 63105 • 314-290-8453 • FAX 314-863-0296 • TDD 314-290-8435

APPLICATION FOR ARCHITECTURAL REVIEW BOARD

- All applicable sections of this application must be complete and consistent with submitted materials. The application, plans, and **\$135** fee (includes non-refundable \$35 processing fee) must be submitted at least 14 days prior to the meeting date (refer to the attached meeting schedule).
- Submit 11 plans sets (one 24" x 36" & ten 11" x 17") & an electronic copy (in pdf format) of the completed application **and** plans (either via e-mail to kscott@claytonmo.gov or on a thumb/flash drive; sorry, we **cannot accept CDs**). If submitting for Architectural Review Board and Site Plan Review concurrently, refer to the Site Plan Review Application for additional submittal requirements.
- Note: The City's Planning Director or Planner may, at his/her discretion, require review of this application and corresponding plans by the City's contracted architect, at the sole cost of the applicant. Any fees incurred are over and above the application fees referenced above.

(type or print)

Address of Project: _____

Description of Project: _____

PARTIES IN INTEREST

The full legal name of each party listed below (partnership, corporation, etc.) is required

Name of Property Owner(s) : _____

Address (include zip code): _____

Phone Number (include area code) & E-Mail Address: _____

Applicant's Name, if other than owner (provide company name, if applicable):

Address (include zip code): _____

Phone Number (include area code) & E-Mail Address: _____

Applicant's Interest in Project (i.e. architect, contractor, etc.): _____

Name of Owner's Agent– (if different than above): _____

Address (include zip code): _____

Phone Number (include area code) & E-Mail Address: _____

Name of Architect/Engineer: _____

Address (include zip code): _____

Phone Number (include area code) & E-Mail Address: _____

PROJECT DESCRIPTION*

Current Use of Site: _____ Proposed Use of Site: _____

Describe Project in Detail: _____

Estimated Cost of Project/Construction: \$ _____

*For large/complex projects, please include a project narrative describing the nature and scope of the project.

PROJECT TYPE

- | | |
|---|---|
| <input type="checkbox"/> New Commercial | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> New Commercial addition | <input type="checkbox"/> Alteration/Exterior Renovation |
| <input type="checkbox"/> New Residential | <input type="checkbox"/> Signage |
| <input type="checkbox"/> New Residential addition | <input type="checkbox"/> Other _____ |

Site Square Footage: _____ Square footage to be demolished, if applicable: _____

	Existing Sq. Ft.	Addition Sq. Ft.	Proposed	Total
Principal Structure				
Accessory Structure (i.e. detached garage; pool house)				
Attached Garage				

Height* of new structure or addition: _____ Number of stories: _____

Height* of existing structure (if applicable): _____ Number of stories: _____

*measured from average existing grade to the mean elevation of the pitched roof, or to the top of a flat roof

Primary Exterior Wall Material:

Brick _____ Stone _____ Wood _____ Stucco _____ Siding (type) _____ Other _____

Color _____ Manufacturer _____ Product ID No. _____

Accent Exterior Wall Material(s):

Brick _____ Stone _____ Wood _____ Stucco _____ Siding (type) _____ Other _____

Color _____ Manufacturer _____ Product ID No. _____

Percentage of each secondary material per elevation:

Material: _____

Front Façade _____% Rear Façade _____% Left Side _____% Right Side _____%

Material: _____

Front Façade _____% Rear Façade _____% Left Side _____% Right Side _____%

Roofing - Material: _____ Color: _____ Manufacturer/ID # _____

Windows - Style: _____ Material: _____ Color: _____

Exterior Lighting - Locations: _____ Type: _____ Wattage: _____

Garage - Attached/Detached (circle one) At grade/Below Grade (circle one)

Rear entry/Side entry/Front entry (circle one) Vehicle capacity _____

Garage Doors: Number, Style & Color: _____

Type and Location of Accessory Building(s): _____

Trash Enclosure

Location: _____ Size (Ft²): _____ Screening Material: _____

HVAC Units: Location: _____ Screening Material: _____

Permanent Fences: Height _____ Material _____ Location: _____

Retaining Walls: Height _____ Material _____ Location: _____

RENEWABLE ENERGY

Type: Solar _____ Wind _____

Installation method: Building-integrated _____ Building-mounted _____ Ground-mounted _____

Location on building or property: _____

Number of solar panels: _____ Panel Dimensions: _____

PUBLIC ART

Description: _____

Date of PAAC Review/Approval: _____

Location on Property: _____

Material: _____ Dimensions: _____

SIGNS *(identify each sign **by number** on a graphic-include dimensions, material specifications, rendering/elevation, method of illumination and total square footage for each)*

Sign 1:

Type: _____ Dimensions _____ Square footage: _____

Materials _____ Color _____ Location: _____

Method of Illumination _____

Sign 2:

Type: _____ Dimensions _____ Square footage: _____

Materials _____ Color _____ Location: _____

Method of Illumination _____

Sign 3:

Type: _____ Dimensions _____ Square footage: _____

Materials _____ Color _____ Location: _____

Method of Illumination _____

LAND DISTURBANCE - Check one of the three boxes below that accurately describes the proposed land disturbance associated with this application:

- ☐ **Site Less Than 5,000 SF:** A Land Disturbance Permit and Storm Water Pollution Prevention Plan (SWPPP) are not required for sites with proposed land disturbance activities in an area less than 5,000 SF. Erosion and sediment control measures shall be provided as directed by the City's Public Works Department.
- ☐ **Site Less Than One Acre but Equal to or Greater Than 5,000 SF:** A Storm Water Pollution Prevention Plan (SWPPP) is required for all sites with proposed land disturbance activities of an area greater than 5,000 SF. The SWPPP shall be separate from other site plan sheets. Refer to the Site Plan Review Checklist for submittal requirements and review fees.
- ☐ **Site Equal to or Greater Than One Acre:** A Land Disturbance Permit is required for all sites with proposed land disturbance activities in an area greater than 1 acre (43,560 SF). This is a separate permit that is required in addition to any other City permits. Application and information regarding a Land Disturbance Permit can be obtained from the Public Works Department or on the City's Website at <http://www.claytonmo.gov/permits> under Land Disturbance Requirements (SWPPP).

SIGNATURES (FULL LEGAL NAME IS REQUIRED)

Signature of **Property Owner** (*Required*): _____

Print name: _____

Date: _____ Business Name/title (if applicable): _____

Signature of **Applicant** (*Required*): _____

Print Name: _____

Date: _____ Title: _____

CHECKLIST

Certain items are only applicable for new/major construction projects. Contact City Staff for clarification

- ☐ If submitting for Architectural Review Board only, submit 11 plans sets (one 24" x 36" & ten 11" x 17") & an electronic copy of the completed application and plans (via e-mail to lclayton@claytonmo.gov or on a thumb/flash drive; sorry, we cannot accept CDs). If submitting for Architectural Review Board and Site Plan Review concurrently, refer to the Site Plan Review submittal requirements.
- ☐ The seal, signed and dated, of the licensed person who prepared the drawing or under whose immediate personal supervision the drawing has been prepared.

- ☐ Trustee approval (via letter or signatures on plans), if applicable.
- ☐ All required setbacks and distance from property lines of all proposed construction.
- ☐ Context drawing depicting the street elevation of proposed structure with existing structures shown on each side.
- ☐ Elevations. Specify all colors and materials and the height of all structures (measured from average existing grade to the mean elevation of the roof).
- ☐ Type, location, height and degree of brightness of all exterior lighting. Exterior lights that exceed 75 watts must be fully-shielded.
- ☐ Floor plans, the overall dimensions of all structures and the gross floor area of each floor within the proposed building.
- ☐ Location and screening of trash and recycling containers.
- ☐ Location and screening of HVAC equipment.
- ☐ New construction must provide a brick ledge or stepped foundation to allow no more than 30 inches of exposed concrete.
- ☐ Details on the height, design, material, for all fences and retaining walls
- ☐ Driveway design and material must be shown on plans. Driveway must be constructed of exposed aggregate concrete, brick pavers or stamped concrete.
- ☐ Detail on garage doors must be shown on the elevation. Detail includes: type of material, color, design and windows. Garage doors should be compatible with the main structure.
- ☐ Landscape Plan & completed tree chart. Plan must show existing to remain, existing to be removed and proposed new landscaping. ***Provide tree schedule noting species, caliper and number of trees, including shrubs and other plant material.*** Include on the plans method of preservation of existing trees (For projects also requiring site plan review or at staff's direction).
- ☐ Front entry/front yard garage area landscaping. Landscaping plans must be very specific in terms of plantings and should provide maximum greenspace rather than more average coverage required for single family homes with rear or side entry garages.
- ☐ Topography and drainage. Existing and proposed contour lines or elevations shall be based on mean sea level data. Plan must depict any changes to topography and the natural flow of drainage. Note type, size and location of storm water drainage facilities and sanitary sewage treatment.

- ☐ Location map showing north arrow, zoning district, subdivision name, lot number, dimensions and area. Include zoning of adjacent parcels if different than site.
- ☐ Dimensions of existing and proposed roadway pavements, sidewalks and right-of-way width for streets abutting the site.
- ☐ Location and identification of all easements (existing and proposed).
- ☐ Parking spaces (required and proposed) including the number, size and location.
- ☐ The location, character, size, height and orientation of proposed signs, as proposed to be erected in accordance with the sign ordinance of the City of Clayton, and elevations of buildings showing signs to be placed on exterior walls.
- ☐ Plans/blueprints are to be folded, print side out.
- ☐ Photograph of property (front elevation).
- ☐ Color rendering of the front elevation.
- ☐ Exterior material samples, including type and color of brick/stucco/stone, windows, siding and roofing (**PRESENTED AT MEETING**).
- ☐ Plans/renderings may be **presented on display boards at the meeting** (an easel will be provided at the meeting) or digitally (on a thumb/flash drive) through the City's projection system (PowerPoint, PDF, etc.)

2016 Plan Commission/Architectural Review Board Schedule

****Projects requiring *Rezoning, Subdivision Plat, or Site Plan Review* must be reviewed by staff prior to being placed on a meeting agenda. Staff review meetings typically take place on Thursday. In order for a project to be considered at a staff review meeting, all required applications, fees and plans must be submitted to the Planning & Development Services Department by noon the Friday before. ****

Please contact the Planning and Development Services Department at 314-290-8453 or 314-290-8450 for additional information.

2016 MEETING DATES	SUBMITTAL DEADLINES (3 P.M.)
Monday, January 4 th	Monday, December 21 st 2015
Tuesday, January 19 th	Monday, January 4 th
Monday, February 1 st	Tuesday, January 19 th
Tuesday, February 16 th	Monday, February 1 st
Monday, March 7 th	Monday, February 22 nd
Monday, March 21 st	Monday, March 7 th
Monday, April 4 th	Monday, March 21 st
Monday, April 18 th	Monday, April 4 th
Monday, May 2 nd	Monday, April 18 th
Monday, May 16 th	Monday, May 2 nd
Monday, June 6 th	Monday, May 23 rd
Monday, June 20 th	Monday, June 6 th
Tuesday, July 5 th	Monday, June 20 th
Monday, July 18 th	Tuesday, July 5 th
Monday, August 1 st	Monday, July 18 th
Monday, August 15 th	Monday, August 1 st
Tuesday, September 6 th	Monday, August 22 nd
Monday, September 19 th	Tuesday, September 6 th
Monday, October 3 rd	Monday, September 19 th
Monday, October 17 th	Monday, October 3 rd
Monday, November 7 th	Monday, October 24 th
Monday, November 21 st	Monday, November 7 th
Monday, December 5 th	Monday, November 21 st
Monday, December 19 th	Monday, December 5 th

2017 Plan Commission/Architectural Review Board Schedule

Projects requiring **Rezoning, Subdivision Plat, or Site Plan Review** must be reviewed by staff prior to being placed on a meeting agenda. Staff review meetings typically take place on Thursday. In order for a project to be reviewed at a staff review meeting, all required applications, fees and plans must be submitted to the Planning & Development Services Department by noon the Friday before.

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2017 MEETING DATES	SUBMITTAL DEADLINES (3 P.M.)
Tuesday, January 3 rd	Monday, December 19 th 2016
Tuesday, January 17 th	Tuesday, January 3 rd
Monday, February 6 th	Monday, January 23 rd
Tuesday, February 21 st	Monday, February 6 th
Monday, March 6 th	Tuesday, February 21 st
Monday, March 20 th	Monday, March 6 th
Monday, April 3 rd	Monday, March 20 th
Monday, April 17 th	Monday, April 3 rd
Monday, May 1 st	Monday, April 17 th
Monday, May 15 th	Monday, May 1 st
Monday, June 5 th	Monday, May 22 nd
Monday, June 19 th	Monday, June 5 th
??, July ?? (TBD)	Monday, June 19 th
Monday, July 17 th	Wednesday, July 5 th
Monday, August 7 th	Monday, July 25 th
Monday, August 21 st	Monday, August 7 th
Tuesday, September 5 th	Monday, August 21 st
Monday, September 18 th	Tuesday, September 5 th
Monday, October 2 nd	Monday, September 18 th
Monday, October 16 th	Monday, October 2 nd
Monday, November 6 th	Monday, October 23 rd
Monday, November 20 th	Monday, November 6 th
Monday, December 4 th	Monday, November 20 th
Monday, December 18 th	Monday, December 4 th